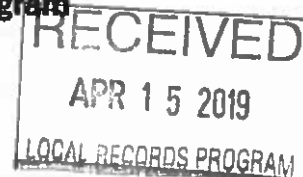




Kentucky Department for Libraries and Archives
Local Records Program



Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bld proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

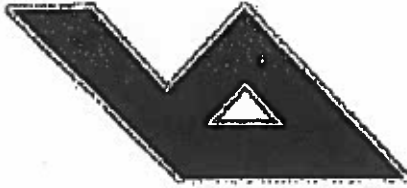
Applicant Name: Elizabeth Auxier
Applicant Title: Educational Liaison
Office Address: 444 Main St.
Psintsville, KY 41240
Phone Number: 606-789-4355
Email Address: elizabeth.auxier@paintsville.kyschools.us
Federal ID Number: 6 1 0 6 5 4 4 6 1

Part B: Project Summary

Total Funds Requested: \$ 8220.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The library has the oldest East Kentucky newspaper "The Big Sandy News" digitized from its first issue in 1885 thru 2007. There remains the last 10 years worth of publications to be converted to digital archives; Volumes 123 - 133. These are important publications to preserve as they relate to local and surrounding counties culture and history. The library has a resource room devoted solely to state and local research and genealogy. During the 2018 calendar year those resources were accessed 1,914 times by patrons and include genealogy print references and digital newspaper usage. With a large format scanner and software the library could digitize the remaining volumes as well as current and future publications of the newspapers for preservation and research.



Kentucky Department for Libraries and Archives Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Document Imaging Brokers
 Vendor Address: 5638 E. Lake Road
Honeoye, NY 14471-0546
 Vendor Phone and Email: 240-338-2091 bob@dibscan.com

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☒
 (Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
IQ Quattro 4450 Pro 44" Scanner with software, stand & 2yr warranty			\$7,995
Shipping			\$225
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			\$8,220

Section 2

Vendor Name: _____
 Vendor Address: _____

 Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
 (Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

Please Attach Additional Sections, if needed.



**Kentucky Department for Libraries and Archives
Local Records Program**

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

N/A

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☐ No ☒

The newspapers are currently stored in plastic storage containers in the basement of the library. Once scanned the originals will be stored with similar publications in a similar manner.

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☐ No ☐

N/A



**Kentucky Department for Libraries and Archives
Local Records Program**

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

Digitizing The Big Sandy News will make it accessible to library patrons in the same way that other local newspapers such as The Paintsville Herald are available. Patrons will be able to access articles quickly and easily using library reference computers. Since Volumes 1 -122 of the newspaper are already available digitally this grant project will bring archives up-to-date. It will preserve over 10 years worth of local news and articles as well as future publications.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐
3. Can these records be removed from the office during the project? Yes ☐ No ☐ N/A ☒
4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

The library has devoted considerable resources to having outside sources convert copies of past local newspapers from microfilm to online digital formats for preservation & searchability. The conversion of these microfilm has been an ongoing and time consuming process. With a large format scanner and software this type of archiving could be handled in house by library staff in a timely manner making third party conversions unnecessary.



Kentucky Department for Libraries and Archives
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Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.


Authorized Local Government Official

Karen Daniel, Library Director

Typed or Printed Name and Title

April 15, 2019

Date


Official Custodian of Records

Chrissy Terry, Program Director

Typed or Printed Name and Title

April 15, 2019

Date



From: bob@dibscan.com
Subject: RE: Contact from Dibscan.com
Date: April 10, 2019 at 11:30 AM
To: elizabeth.auxler@paintsville.kyschools.us

Elizabeth,
Context no longer makes the SD Scanner. They replaced it with the IQ Quattro scanner.
I only have one used SD scanner in inventory.

Here are some options for the Context IQ Quattro Scanner.

**IQ Quattro 4450 ScanStation PRO 44-inch high speed color CIS scanner, 14.0 ips mono 7.0 ips color, Gigabit Ethernet, auto sizing. Includes ScanStation PRO stand with multi-touch 21.5" monitor, keyboard tray, basket and NextImage 5 Repro software. PC Not Included. Full 2 Year On-Site Warranty.
End user price is \$8,995 plus shipping of \$225**

**IQ Quattro 4450 44-inch high speed color CIS scanner, 14.0 ips mono 7.0 ips color, Gigabit Ethernet, auto sizing. Includes floor stand with basket and NextImage 5 Repro software. PC Not Included. 2 Year Parts Warranty.
End user price is \$7,995 plus shipping of \$225**

**IQ Quattro 3650 36" scanner 14 ips monochrome and 7 ips color includes 1GB push/pull network connection NextImage Scan & Archive license, ScanStation PRO Stand, NextImage Repro license key, 21.5" touchscreen monitor, keyboard tray. PC Not Included, 2 Year Parts Warranty.
End User price is \$5,995 plus shipping of \$200**

Please contact me if you have any questions.

Thanks,

Bob Gerlach
Document Imaging Brokers
240-338-2091
www.dibscan.com

-----Original Message-----

From: Elizabeth Auxler <don@remixwebdesign.com>
Sent: Tuesday, April 9, 2019 2:34 PM
To: bob@dibscan.com; rgerlach8@gmail.com
Subject: Contact from Dibscan.com

From: Elizabeth Auxler
Email: elizabeth.auxler@paintsville.kyschools.us
Phone: 6067937168

Message Body:
I would like to request a quote for a Context SD MF 44" scanner.

This e-mail was sent from a contact form on Document Imaging Brokers (<https://dibscan.com>)



Context IQ
Quattr...18.pdf

Contex Scanner

Pricing: Product, Installation, and Maintenance



Purchase

Contex IQ Quattro 4450

- 44" scanner
- 14 ips monochrome and 7 ips color
- 1GB push/pull network connection
- Nextimage Scan & Archive license OR Nextimage Repro license
- Installation and Training

Quantity		List Price	Your Price
1	Contex IQ Quattro 4450	\$ 6,245.00	\$ 6,245.00
1	Nextimage Scan & Archive license		\$650
1	Nextimage Repro license		\$1,295.00
0			
1	Install & Training	\$ 395.00	\$ 395.00

Tax: If Applicable

☒ This price does NOT include sales or local taxes

Total: Total Depends on Software Choice

Item Number Product Description

2200H003 Floor Stand HD/IQ 4400 Series Floor Stand, 42"-44", floor stand & catch basket \$890
Not compatible with SD4400

CS2200H003B26 IQ 44 ScanStation PRO Kit ScanStation PRO Stand, \$1,850
Nextimage Repro license key, 21.5" touchscreen monitor, keyboard tray



Nextimage Scan & Archive license

Nextimage Repro license

VS

Nextimage Repro license

Nextimage Repro license

1

100 000 1000

100 000 1000

100 000 1000

Quotation

ScanTastik Inc.
3750 Palladian Village Dr
Suite 230
Marietta, GA 30066

Tax-ID: 34-1830987

Cage: 1CCX9

DUNS: 83-010-9930

Fax: 678-354-7678

Phone: 800-977-4935

www.scantastik.com

Quote Number: 19335

Quote Date: Apr 11, 2019

Quote expires on*: May 11, 2019

Quoted to:

Johnson County Public Library
Elizabeth Auxler
444 Main St
Paintsville, KY 41240

Customer Contact		Payment Terms	Your Sales Rep. is:	
Elizabeth Auxier		Net 30 Days	Monika Mchaud	
Quantity	Item	Description	Unit Price	Extension
1.00	5200D514	IQ Quattro 4450 - 44" Color Scanner - Media Thickness 0.08" - Optical Resolution 1200 dpi - Scan Speeds - 14"/sec. BW/Grayscale - 7"/sec RGB Color	5,715.00	5,715.00
1.00	5200D516	IQ Quattro 4490 - 44" Color Scanner - Media Thickness 0.08" - Optical Resolution 1200 dpi - Scan Speeds - 14"/sec BW/Grayscale - 14"/sec RGB Color	6,415.00	6,415.00
1.00	9691A608	Options: NextImage Scan & Archive software application - Full-Featured, Productivity Scanning Software (Delivered Electronically in PDF)	550.00	550.00
1.00	9691A609	NextImage Repro software application - Full-Featured, Productivity Scanning & Copying Software (Delivered Electronically in PDF)	1,105.00	1,105.00
1.00	2200H003	Contex Low Adjustable Stand for HD Ultra and IQ Quattro 4400 Series Scanners - includes document basket.	795.00	795.00
1.00	2898A118SD	Contex 2 Year On-site Warranty for IQ Quattro 3600 and 4400 Series Scanners (At time of scanner purchase)	895.00	895.00
			Subtotal	\$ 15,475.00
			Sales Tax	\$ 0.00
			Freight	\$ 0.00
			Total	\$ 15,475.00

*All quotes subject to change based on market or manufacturer terms and conditions. This quote may be subject to rebates or special pricing that can be rescinded at any time by the manufacturer.

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